

Minutes for the Paul Memorial Library Trustees Meeting Held on September 9, 2020.

Open meeting: 6:40 PM

Members attending: Win Fream, Jack Parnham, Brendan Johnston, Carl Heidenblad.

Meeting minutes for July were accepted. (No meeting was held in August)

Treasurer Report:

- General fund: \$11,934.68.
- Donation account: \$3,136.46.
- Petty Cash Drawer: \$92.33
- Monthly manifest: \$2,492.25.

Budget update:

- Carl to provide statement of money spent to date and request town to forward book money.

Directors Report:

- Submitted and discussed. Staff doing an excellent job with extenuating circumstances.

Covid-19 Plan Update:

- Phase III. (current Status)
 - Limited service and normal hours to continue as planned.
 - Curbside service to continue.
 - Appointments to come into the library to continue.
Only 4 in the library at a time to continue.
 - Patron Mask still needed.
 - Cleaning weekly by Cathy Divine going well.
- **Other:**
 - Still have available in library:
 - Hand sanitizer.
 - Wipes.
 - Masks.

New Business / General Items:

- Friends, Book Clubs or Knitting Groups have not had any meetings in the Library since Covid-19 outbreak.

Maintenance

- Air conditioner is working properly.
- Furnace has been serviced prior to heating season.

- Granite steps- Need Repair. \$2300 for repairs.
 - WF has sent quote to the town.
 - Another estimate is expected from another contractor.

Landscaping outside-

- Take down the two trees out back and plant new ones.
 - Need to call tree service.
- Need to get quotes for landscapers.
 - Rockcrest- submitted.
 - Stratham Circle-
- Garden club did the weeding of the bed. Thank you note to be sent.

Sign out front-

- Quote received from timberline signs. WF to send Friends the estimate.

Community garden.

- Going well so far.

Basement clean up-

- Staff has done a terrific job organizing and designating items no longer needed.

Events

- Summer reading program is complete.
- Drive in movies on Fridays continue to be popular.

Wish list, projects, etc-

- Programing- on going.
- Sign out front.
- Granite steps.
- Move Book drop
- Landscaping

Meeting Close: 7:30 PM.

Next meeting: Oct 5th

Respectfully submitted,

Jack Parnham